

# CITY OF SANTA FE

## ADMINISTRATIVE MANUAL

Originating Business Unit:

Personnel Department



### SUBJECT

<b>Administrative Leave for Court Appearances</b>	<b>Policy Number</b> 2500-5-5	<b># Pages</b> 02
	<b>Effective Date</b> 10-12-1995	<b>Revision Date</b> 01-01-2001

### 1.0 PURPOSE:

- 1.1 To clarify and define the types of administrative leave for court appearances as specified in Personnel Rule 13.60 and to provide guidelines for requesting administrative leave for court appearances.

### 2.0 APPLICABLE TO:

- 2.1 All City employees.

### 3.0 REFERENCES:

- 3.1 Personnel Rule 13.60

### 4.0 DEFINITIONS:

None.

### 5.0 POLICY:

- 5.1 When, in accordance with a subpoena, an employee appears as a witness before a federal or state grand jury or court, or before a federal or state agency, the employee may be entitled to leave with pay for the required period.
- 5.2 Employees shall be entitled to leave with pay for serving on a federal or state grand or petit jury.
- 5.3 In a case where employees are the plaintiff in a lawsuit against the City or the court appearances are for personal reasons, employees must use accrued annual, compensatory, or personal holiday leave time.

### 6.0 PROCEDURES:

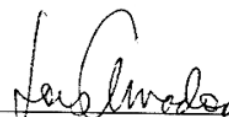
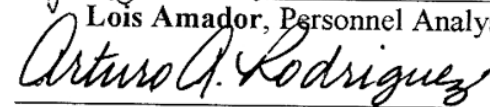
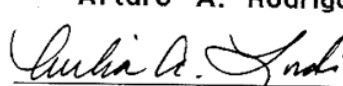
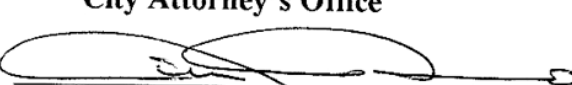
- 6.1 Fees received as a witness, excluding reimbursement for travel and meal, shall be remitted to the City of Santa Fe Finance Department.

- 6.2 Fees received as a juror, excluding reimbursement for travel, shall be remitted to the City of Santa Fe Finance Department.
- 6.3 An employee who is released from jury duty shall report to work upon release. Failure to adhere to this provision will be considered unauthorized absence and may result in disciplinary action.
- 6.4 At the employee's option, the hours of jury or court service may be taken as annual leave, provided the employee has sufficient leave available. An employee on annual leave will keep any compensation received from the jury or court service.
- 6.5 Leave slips must be completed and submitted to the Division Director before the absence from work occurs.

**7.0 APPENDIXES:**

None

**8.0 REVIEW AND APPROVALS:**

- 8.1 PREPARED BY:  12/12/00  
Lois Amador, Personnel Analyst DATE
- 8.2 REVIEWED BY:  3/9/01  
Arturo A. Rodriguez, Personnel Director DATE
- 8.3 REVIEWED BY:  7 Dec 00  
City Attorney's Office DATE
- 8.4 APPROVED BY:  3/14/01  
Jim Romero, Acting City Manager DATE